

Client Name:

Record #:

**Destiny Management**  
Receipt / Disbursement of Client Personal Funds

1. The client's personnel funds must be kept separate from any operating funds of the facility.
2. This form must be maintained for the receipt/disbursement of client funds when funds are managed by agency staff.
3. \* **Receipts must be provided for deposits made by friends, relatives, or others AND for the withdrawal of funds by the client** e.g. if Jane is given \$ 10.00 from her personal funds on hand which are managed by agency staff, the transaction would be documented on this form and Jane would "sign" the form. A witness would also sign the form when a client receives a disbursement. A receipt would also be issued.
4. The client/legally responsible person must be provided a quarterly accounting of personal fund accounts inclusive of: checking, savings, personal allowance etc.
5. In situations where a client has a checking or savings account, the bank statement suffices as documentation of receipt/disbursement of client personal funds in those accounts.
6. **Without the authorization of the Legally Responsible Person**, a deduction cannot be made from any personal account for any amount owed or alleged to be owed for damages done or alleged to be done by the client:
  - a. To the facility
  - b. An employee of the facility
  - c. To a visitor of the facility
  - d. To another client of the facility

Quarter:  Jan - March       April - June       July - September       October - December

Date	Description	Receipt (Amount)	Disbursement (Amount)	Balance (Amount)	Client Signature	* Witness Signature

Quarterly Accounting:      Signature of LRP: \_\_\_\_\_      Date: \_\_\_\_\_